

Some guidelines for submitting a proposal to host the 10th International Symposium on Reproductive Physiology of Fish

As introduction you may develop the main points to strongly consider this proposal to host the next symposium (the main points and characteristics that will make your proposal attractive)

Organization (committees)

1. Local organizing Committee
2. National organizing Committee
3. International Advisory Board

Suggested Program

1. Symposium Schedule
2. Sessions

Oral presentation [*recommendation: no parallel sessions*]

Proposed timing 'including time for discussion'.

Number of presentations.

Format i.e, plenary, short, keynote ...

Rules for selections of oral presentation versus posters? Selection committees?

Poster Sessions [*Recommendation: posters should be posted the entire week with enough space for the large number of attendees*]

Space allocated for posters. Poster awards, Others

Others? Roundtables, ...

Symposium venue

1. Location

How to get there?

Cost to travel to international airport(s) and the availability (and cost) of local transport

2. Symposium rooms

Size of meeting room,

Space allocated for the poster session

3. Date of the symposium
4. Accommodations

Costs of hotel (# hotel categories),
Availability (and prices) of economical accommodations such as university student dormitories or youth hostels,
Easy access to and choices of restaurants (costs for food)?
...

Suggested Registration Fees [*recommendation: try to keep the cost affordable for both delegates from developing and third world countries and students*]

1. Suggested registration fees (current price without any sponsoring)
2. Registration fees will include:
3. Special student prices?
4. Potential sponsoring

Social event?

Satellite Symposium?

Other points to be covered

- Proposed time line for initial announcements, web site availability, abstract deadlines, etc.
- Guidelines from the international committee on any traditional, essential or desirable aspects of the meeting such as no simultaneous sessions, posters available throughout the meeting, 5 day venue, etc
- Description of anticipated format of proceedings or any information on whether presentations will be published.

We would like to make 3 important recommendations that are some kind of trademark for this ISRPF series :

1. Affordable costs should be proposed for both delegates from developing, third world countries and students
2. No parallel oral sessions should be organized
3. Posters should be posted the entire week with enough space for a large number of attendees